



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 7200.1
SPAWAR 01-43
18 Aug 2003

SPAWAR INSTRUCTION 7200.1

From: Commander, Space and Naval Warfare Systems Command

Subj: CLAIMS FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL
BUSINESS AND OTHER REIMBURSEMENT ENTITLEMENTS

Ref: (a) Financial Management Regulation (FMR) Vol. 9
(b) SPAWARINST 12410.16B of 20 Oct 00
(c) SPAWARINST 4651.3J of 24 Apr 03
(d) Joint Federal Travel Regulations (JFTR)
(e) Joint Travel Regulations (JTR)
(f) Title 31 U.S. Code, Section 1301

1. Purpose. To provide implementing guidance for the request and approval of reimbursement for expenses incurred while conducting official government business and other types of employee reimbursable entitlements. This instruction amplifies policy and guidelines established in references (a) through (f).

2. General Information. Military and civilian employees are entitled to reimbursement for pre-paid expenses incurred in support of SPAWAR Headquarters and PEO programs. Employees who are authorized to make expenditures while on official business may submit a claim using the Claims for Reimbursement for Expenditures on Official Business, Standard Form 1164 (SF 1164) in accordance with reference (a), par. 080502. Under specific conditions, other types of reimbursement expenses, such as training, may also be claimed using the SF 1164. Policy, guidance, and related forms are available on the SPAWAR Knowledge Center, Travel Corner at <https://skc.spawar.navy.mil/command/01/travel/orgtoday.nsf/orgtoday?readform>.

3. Policy

a. Reimbursable expenses shall be pre-authorized by the employee's Approving Official (AO). AO authorization includes approval to use specific funds for reimbursement of expenses.

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b. In accordance with reference (a), par. 040802, designated AO may not approve their own SF 1164 claim.

c. SPAWAR and PEO program-related justification must be clearly annotated on the SF 1164 claim under (Explain expenditures in specific detail.) block 6(c).

d. Receipts over \$75, DD 1556, or other supporting documentation shall be attached to SF 1164 being submitted. Receipts that have erasures or alterations require initials of the individual who issued the receipt.

e. Repeated expenses should be accumulated and submitted on a quarterly basis, rather than submitted as single claims for each individual trip.

f. SF 1164 reimbursement payments will be made using electronic funds transfer (EFT) in accordance with reference (a), par. 080108.

g. Defense Finance and Accounting Services (DFAS) requires original signatures and dates on SF 1164 claims.

h. Employee must initial all revisions when resubmitting a rejected SF 1164 claim. The original DFAS payment denial notice must accompany the resubmitted claim.

i. In accordance with reference (b), conference fees and training shall be approved and paid for using the Request, Authorization, Agreement, Certification of Training and Reimbursement Form, DD 1556 and the Government Purchase Card. When the DD 1556 or Purchase Card are not payment options, the SF 1164 method for reimbursement shall be used and accompanied with an approved DD 1556 and paid vendor receipt.

4. Reimbursable Expenses. Reimbursable expenses include:

a. Travel Within the Limits of the Permanent Duty Station (PDS)

(1) The limits of the PDS in San Diego, California are defined as the area within the limits of SPAWAR/PEO Headquarters in the Old Town Complex and surrounding metropolitan area. In accordance with reference (d), par. U3500B and reference (e), par. C2400B, limits include separate cities, towns, and installations adjacent to or close to each other, within which

the commuting public travels during normal business hours on a daily basis.

(2) The limits of the PDS in Arlington, Virginia are defined as the area within the limits of SPAWAR/PEO Headquarters in the Crystal City complex and surrounding metropolitan area. In accordance with reference (d), par. U3500B and reference (e), par. C2400B, limits include separate cities, towns, and installations adjacent to or close to each other; between which the commuting public travels during normal business hours on a daily basis.

(3) Travel by Privately Owned Conveyance (POC).

(a) Mileage

1. An employee who travels by POC in conducting official business is entitled to reimbursement for the mileage traveled. Mileage should represent the distance that exceeds the member's regular commute, regardless of the transportation mode ordinarily used to commute to the permanent duty station (PDS).

2. When identical trips are claimed on a voucher, only the first trip shall show the points of origin, destination, and date the trip was performed. Subsequent trips may be annotated with a statement such as "Same trip made on dates(s)."

3. Local travel in excess of 12 hours is considered TDY travel and shall be claimed in accordance with reference (c).

(b) Tolls, Parking Fees, and Miscellaneous. In conjunction with POC mileage, employees may be reimbursed for the actual cost of pre-paid parking fees, ferry fares, bridge, road and tunnel tolls, and trip insurance for travel in foreign countries.

(4) Transportation. In accordance with reference (d), par. U3505, pre-paid transportation expenses incurred in conjunction with official business in the PDS area include travel between duty sites, residence and a duty site other than the usual duty site, and travel by commercial means. Travel by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for:

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(a) Local public transportation when tokens, tickets or cash fares are not furnished.

(b) Taxicab fares plus transportation-related tip.

(c) Hire and operation of a special conveyance, including necessary parking fees.

b. Telephone Calls. Justification must be provided and be in the best interest of the government.

c. Conferences Fees. Pre-paid conference fees shall be reimbursed using the SF 1164 only when the Purchase Card is not a payment option. In accordance with reference (b), the employee shall request reimbursement by submitting a SF 1164 accompanied by a paid vendor receipt and a pre-approved DD 1556. Pre-payment for conference fees in connection with temporary duty (TDY) travel shall be made using the Purchase Card. Conference fee payments made during the TDY time period shall be claimed using the TDY Travel Voucher process in accordance with reference (c).

d. Training and Course Required Materials. Pre-approved training expenses shall be reimbursed using the SF 1164 only when the DD 1556 or the Purchase Card are not payment options. In accordance with reference (b), the employee shall request for reimbursement by submitting a SF 1164 claim accompanied by a paid vendor receipt and an approved DD 1556 in accordance with reference (b). Reimbursable costs include tuition, required books or software, and other required materials. Entitlements do not include parking costs related to after-hour college courses, which are not considered official business. Training in connection with temporary duty (TDY) travel shall be claimed using the TDY Travel Voucher process in accordance with reference (c).

e. Other approved expenditures incurred while on official business as outlined in references (d) and (e).

5. Responsibilities

a. Approving Official (AO). This individual authorizes an employee to incur an expense in support of a SPAWAR or PEO program, authorizes the use of funds by assigning the proper line of accounting, and ensures the accuracy and propriety of each reimbursement claim.

(1) The AO signature certifies that expenses incurred were in support of the SPAWAR or PEO program funding cited on the SF 1164 claim, were in the best interest of the government, and amounts claimed are reasonable.

(2) AO review of each SF 1164 insures the following:

(a) Required receipts, statements, justifications, and other documentation such as the DD1556, are attached to the SF 1164 claim. Erased or altered receipts have initials of individual who issued the receipt.

(b) Employee has initialed all SF 1164 claim revisions.

(c) Appropriate mailing address other than work address is cited on SF 1164.

(d) Appropriate line of accounting is cited on SF 1164.

(e) Signature of employee is provided on SF 1164.

(3) AO ensures employee accumulates pre-paid expenses and submits request for reimbursement on a quarterly basis.

(4) AO ensures pre-paid conference fees and training are paid for using the Government Purchase Card or when conference fees and training are in conjunction with TDY ensures reimbursement for expenses is filed in accordance with reference (c).

b. Budget Execution Officer. Based on the AO certification that SF 1164 expenses claimed were determined necessary and in support of SPAWAR or PEO program funding cited on the SF 1164, the SPAWAR Budget Execution Officer will sign and date the SF 1164 ensuring compliance with reference (f).

c. Certifying Officer (CO). Designated SPAWAR 01-4 personnel will serve as the CO for all approved SF 1164s.

(1) CO certifies that SF 1164 claim is properly supported with required paid receipts and justifying documentation, that appropriate approvals and reviews have been satisfied, and that employee signed and dated SF 1164.

(2) CO ensures EFT information accompanies submitted SF 1164 claim.

(3) CO ensures obligations are accurately recorded in the official accounting system.

(4) CO signs SF 1164 claims meeting all requirements.

(5) CO returns claims requiring modification by employee.

(6) CO forwards completed SF 1164 claims to DFAS within 5 days of receipt, provided all policy requirements are met.

(7) CO monitors DFAS payment of submitted SF 1164 claims, providing follow-up action with DFAS on unpaid claims.

d. Employee. This individual is a SPAWAR or PEO employee who is requesting reimbursement for pre-paid expenses using the SF 1164 claim and is responsible for providing valid and accurate information on the SF 1164.

(1) Employee obtains AO approval prior to incurring any expense in the performance of official government business.

(2) Employee ensures submission of SF 1164 claims on a quarterly basis.

(3) Employee ensures current electronic funds (EFT) information is on file in Travel Manager (TM). If employee travel orders are not issued using TM, EFT information should be provided to SPAWAR 01-43 using the DFAS San Diego Direct Deposit Reply Form available on the SPAWAR SKC Travel Corner.

(4) Employee ensures SF 1164 claim includes the following data:

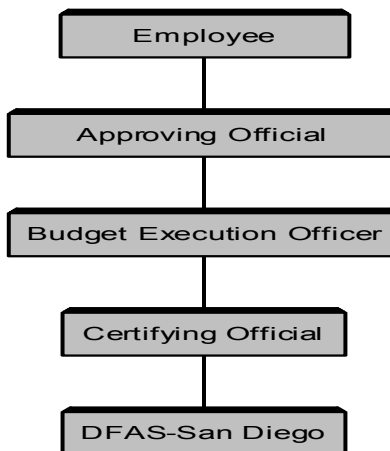
(a) Home address or appropriate mailing address is provided on SF 1164. This cannot be the SPAWARSYSCOM address due to security restrictions.

(b) SF 1164 cites the authorized line of accounting (LOA) to be used for funding the expense.

(c) SF 1164 annotates the date and purpose of the expense as it relates to the funding LOA cited. For mileage reimbursement, the employee shall also include the point of origin, destination and distance with appropriate mileage rate, and the amount of fares and tips for each trip.

(d) Receipts over \$75, DD 1556, and other supporting documentation are attached to SF 1164 being submitted. Receipts that have erasures or alterations require initials of the individual who issued the receipt.

(e). SF 1164 Routing



6. Action. All SPAWAR HQ and PEO personnel shall comply with the procedures and guidelines in this instruction.

/s/
K. D. SLAGHT

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